

ico.

EXPENSES CLAIM

Claim Number

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

[illegible]

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wallis/Paul Wilson **

All parking claims must be approved by David Weiss/Paul Wilson			
Date	Reason	Amount	
		0.00	

**Signed		Date	
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	total amount claimed	0.00	\$6 shows
	less cash advances received		
	amount claimed for payment:	0.00	\$6 shows

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

$$82.50 - 1.35(9) = 63.98$$

ACT 195

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		OP EXECUTIVE
Usual mileage to work			

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
20/01/15	09:00		Home to Manchester airport	Car				
			Manchester airport car park booking (on office credit card)					
			Manchester airport to Brussels	Plane				
			Brussels airport to Place du Luxembourg (Art. 29 WP Future of Privacy Subgroup Meeting)	Taxi (shared with Iain B)			4.2 euros	YES ✓
			Walk to hotel					
			Gare Centrale to Schuman (Reception - Permanent Representation of Poland)	Metro				
			Schuman to Gare Centrale	Metro				
21/01/15			Gare Centrale to airport	Train			8.50	YES ✓
			Brussels airport to Manchester airport	Plane				
			(continuation sheet ...)					
				sub-total	0	0	0.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

• **Signified**

Date:

RECEIVED

28 JAN 2015

total amount claimed	0.00
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0.00

less cash advances received

amount claimed for payment	0.00
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* Receipts must be provided for subsistence claims and attached to the back of this form.

If no break down is provided please add a brief description of the items consumed. Thank you



EXPENSES CLAIM

Claim Number

90382

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		OP EXECUTIVE

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
20/01/15	09:00		Home to Manchester airport	Car				
			Manchester airport car park booking (on office credit card)					
			Manchester airport to Brussels	Plane				
			Brussels airport to Place du Luxembourg (Art. 29 WP Future of Privacy Subgroup Meeting)	Taxi				
			Walk to hotel					
			Gare Centrale to Schuman (Reception - Permanent Representation of Poland)	Metro				
			Schuman to Gare Centrale	Metro				
21/01/15			Gare Centrale to airport	Train				
			Brussels airport to Manchester airport	Plane				
			Manchester airport to office	Car	2			
sub-total					2	0	0.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed

Date

RECEIVED

28 JAN 2015

total amount claimed	0.00	90 pence
less cash advances received		
amount claimed for payment	0.00	90 pence

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

83091

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	M		DP EXECUTIVE

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
02/02/15	16:20		ICO to Manchester airport (with Chris G + Hannah Mc - Chris G paid for taxi)	Taxi				
			Manchester airport to Brussels airport	Flight				
			Brussels airport to Gare du Midi	Train				
			Gare du Midi to Troon	Metro				
			(David S paid for Hannah Mc's ticket)					
03/02/15			(Article 29 Working Party meeting)					
04/02/15			(Article 29 Working Party meeting)					
04/02/15			Schuman to Brussels airport	Bus				
			Brussels airport to Manchester airport	Flight				
		18:15	Manchester airport to home	Taxi			21.00	YES ✓
			(continuation sheet)					
				sub-total	0	0	21.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
RECEIVED		
18 FEB 2015		
		0.00

**Signed		Date	
----------	--	------	--

total amount claimed	21.00
less cash advances received	
amount claimed for payment	21.00

DECLARATION

I, **DAVID SMITH**, hereby declare that the above information is true and correct to the best of my knowledge and belief. I understand that any false or misleading information provided may result in disciplinary action being taken against me.

* Receipts must be provided for subsistence claims and attached to the back of this form. If no break down is provided please add a brief description of the items consumed. Thank you.

P. 1.36541 = 115.38

12CT385

ico.**EXPENSES CLAIM**

Claim Number

79646

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name			Job Level	Payroll NO.	Department		
DAVID SMITH			H		DP-EXECUTIVE		
Usual mileage to work							
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.							
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
02/02/15	16:20		ICO to Manchester airport	Taxi			
			(with Chris G + Hannah McC - Chris G paid for taxi)				
			Manchester airport to Brussels airport	Flight			
			Brussels airport to Gare du Midi	Train			8.50/yes ✓
			Gare du Midi to Troon	Metro			
			(David S paid for Hannah McC's ticket)				
03/02/15			(Article 29 Working Party meeting)				
04/02/15			(Article 29 Working Party meeting)				
04/02/15			Schuman to Brussels airport	Bus			
			Brussels airport to Manchester airport	Flight			
		18:15	Manchester airport to home	Taxi			
			(continuation sheet ...)				
sub-total					0	0	0.00

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

RECEIVED

16 FEB 2015

total amount claimed	0.00	160.50
less cash advances received		(150.00)
amount claimed for payment	0.00	10.50

DECLARATION

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

10.50 ÷ 1.34515 = 7.79

EXPENSES CLAIM

Claim Number

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	E	p
			subsistence		45p	25p		
			2 x 24 hrs rate				152	ewos
sub-total					0	0	0.00	160.50 ewos

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	0.00	160.50 ewos
less cash advances received	150	
amount claimed for payment	0.00	10.50 ewos

Area for detailed description of expenses and receipts.

If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

ACT 387

Claim Number

41188

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name			Job Level	Payroll NO.	Department			
DAVID SMITH			H		DP EXECUTIVE			
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
06/02/15	07:30		Home to Stockport station	Taxi			7.00	YES ✓
			Stockport to London Euston	Train				
			Euston to St. Pauls	Tube			2.30	NO
			(International Workforce Conference 2015)					
			(Meeting - Allen and Overy)	Walk				
			Bank to Paddington	Tube			2.30	NO
			Paddington to Oxford	Train				
07/02/15			(3rd Oxford Lawyers Without Borders Annual Conference)					
			Oxford to Stockport	Train				
		20:45	Stockport to home	Taxi			8.00	YES ✓
			(continuation ...)					
sub-total					0	0	19.60	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
15 FEB 2015		
		0.00
**Signed		Date

total amount claimed	19.60
less cash advances received	
amount claimed for payment	19.60

33.70

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

78100

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	E	p
			Subsistence		45p	25p	1.95	YES
							3.60	YES
							8.15	YES
				sub-total	0	0	13.70	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed

Date

total amount claimed	13.70
less cash advances received	
amount claimed for payment	13.70

* Receipts must be provided for subsistence claims and attached to the back of this form.

If no break down is provided please add a brief description of the items consumed. Thank you.

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

50432

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department					
David Smith	H		DP Executive					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
10/03/15	16:15		Home to Manchester airport	Taxi				
			Manchester airport to Brussels	Plane				
			Brussels airport to Gare du Midi	Train			8.50 euros	YES
			Gare du Midi to Troon	Metro				
			Troon to hotel	Walk				
11/03/15			(Art. 29 Subgroup and Future of Privacy Subgroup)					
			Troon to Gare du Midi				14 euros	NO
		19:00	Brussels to London	Eurostar				
			St Pancras to Earls Court	Tube				
12/03/15			Earls Court to St James Park	Tube				
			(Westminster e-Forum seminar)					
			(continuation sheet ...)					
sub-total					0	0	0.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

DECLARATION

If no break down is provided please add a brief description of the items consumed. Thank you.

98.50 ÷ 1.35902 = £72.48

All expenses MUST be claimed in accordance with the Expenses Guide available on ICDN Finance Section.

Name			33467	
This form must be completed in accordance with the Expenses Guide available on ICEN Finance Section.				
David Smith		Job Level	Payroll NO.	Department
Usual mileage to work		H		DP Executive

Only mileage in excess of your usual journey can be claimed. Please state the actual motor vehicle used.

[illegible]

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wicks/Pat Wilson

Date	Reason	Amount
**Signed		0.00
	Date	

total amount claimed		
less cash advances received		
amount claimed for payment		



4742

Name	Job Level	Payroll NO.	Department
David Smith	H		OP Executive

Usual mileage to work

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Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipts attached *	
	Depart	Arrive			STD	PTR	£	p
16/03/15	14.50		Wilmslow to London	Train				
			Euston to Westminster (Symantec Dinner/meeting)	Tube			2.30	NO
			Westminster to Euston	Tube			2.30	NO
17/03/15	10.50		London to Wilmslow					
				sub-total	0	0	4.60	

WILHELM OFFICE PARKING LOT SIGN

All parking claims must be approved by David Wallin/Paul Wilson *

Date	Reason	Amount
		0.00
**Signed		Date

Total amount claimed	4.60
less cash advances received	
amount claimed for payment	4.60

|| no back down is intended here: just a more descriptive of the state concerned. I think you

All expenses MUF-1 has claimed in accordance with the Expenses Sheet available on CIMA Finance Section.

Name	Job Level	Payroll NO.	Department
Donald E. Smith	H		DD Payroll mg.

Usual mileage to work

For example, a small 2000 cc. pickup can be loaded with 1000 pounds of equipment without exceeding the 5000 lb. tongue weight of the vehicle. The 2000 cc. pickup can also be loaded with 1000 pounds of equipment without exceeding the 5000 lb. tongue weight of the vehicle.

[illegible]

WILLOW OIL OFFICE PARKING OLIN

All parking claims must be approved by David Wells/Pat Wilson **

Date	Remarks	Amount
		0.00

**Signed		Date	
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		12-12-71
	total amount claimed	\$400
	less cash advances received	12-12-71
	amount claimed for payment	\$400

1993年12月15日

If the streak growth is thin and platey and a large depletion of the H_2O is indicated, then you

* Receipts must be provided for substance claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

ico.

EXPENSES CLAIM

Claim Number

2173

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
David Smith	H		DP Executive

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
					45p	24p	£	p
03/03/15	07:00		Home to airport	Taxi				
			Manchester to Washington DC	Plane				
			Washington DC to hotel (taxi fare paid by Irish Commissioner who David met at International Association of Privacy Professionals Congress and various	Taxi				
06/03/15			Hotel - Washington DC to Dulles airport	Taxi			90 dollars	Yes
			Washington DC to Manchester	Plane				
07/03/15		07:30	Manchester airport to Home	Taxi				
			Substantiated: 4 x 24 hrs				366 dollars	
			less 2 x breakfasts				27 dollars	
			less 4 x lunches				108 dollars	
			less 3 x dinners				111 dollars	
				sub-total	0	0	0.00	210 dollars

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson. **

Date	Reason	Amount
		0.00
Signed	Date	

total amount claimed	210 dollars
less cash advances received	200 dollars
amount claimed for payment	58.90

DECLARATION

Signature of Claimant: _____

Date: _____

Signature of Approver: _____

Date: _____

If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

72613

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
David Smith	H		DP Executive

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please note (the adjustment) before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p		
07/03/15	07:00		Home to airport	Taxi			12.00	YES
			Manchester to Washington DC	Plane				
			Washington DC to Hotel (taxi fare paid by Irish Commissioner who gave over at International Association of Privacy Professionals / nonpress and friends)	Taxi				
08/03/15			Hotel - Washington DC to Dulles airport	Taxi				
			Washington DC to Manchester	Plane				
09/03/15		07:00	Manchester airport to Home	Taxi			18.00	YES
			Subsistence: 4 x 24 hrs					
			Less cash advance					
			less 2 x breakfasts					
			less 4 x lunches					
			less 3 x dinners					
				sub-total	0	0	30.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Webb/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	30.00
less cash advances received	
amount claimed for payment	30.00

DECLARATION

DECLARATION

I, David Smith of ICO hereby declare that the above information is true and correct to the best of my knowledge and belief.

Signed: David Smith Date: 11/03/15

Approved: David Webb Date: 11/03/15

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

27626

All expenses MUST be claimed in accordance with the Expenses Guide available on ICDN Finance Section.

Name	Job Level	Payroll NO.	Department					
David Smith	H		DP (Executive)					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PYA	£	p
					45p	25p		
10/03/15	16:15		Home to Manchester airport	Taxi			15.00	1/25
			Manchester airport to Brussels	Plane				
			Brussels airport to Gare du Midi	Train				
			Gare du Midi to Troon	Metro				
			Troon to hotel	Walk				
17/03/15			(Art. 29 Subgroup and Future of Privacy Subsession)					
			Troon to Gare du Midi					
		19:00	Brussels to London	Eurostar				
			St Pancras to Earls Court	Tube			2.30	1/25
18/03/15			Earls Court to St James Park	Tube			2.30	1/25
			(Westminster e-Forum seminar)					
			(continuation sheet _____)					
				sub-total			19.90	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
** Signed		Date

total amount claimed	19.90
less cash advances received	
amount claimed for payment	19.90

* Receipts must be provided for subsistence claims and attached to the back of this form.

If no break down is provided please add a brief description of the items consumed. Thank you

All expenses MUST be claimed in accordance with the Expenses Guide available on JCON Finance Section.

Name			
David Smith	Job Level	Payroll NO.	Department
Usual mileage to work	H		BP Executive

Enter mortgage in excess of your adult borrower's net income. Please make the adjustment before entering into the ETO mortgage doc. refer to the Expense

[illegible]

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Parking Claims must be approved by David Wells/Paul Wilson **			
Date	Reason	Amount	
**Signed		0.00	
	Date		

		total amount claimed	1500	1500
		less cash advances received		
		amount claimed for payment	1500	1500
DECLARATION				

DECLARATION

I declare that the expenses claimed are:

Claim Number	91561
--------------	-------

ico.

EXPENSES CLAIM

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NOTE: Only messages of maximum 27 characters (including spaces) can be scanned. Please check the attachment before scanning into the STD message box, under the Express mode. I am also aware that you

1. University
 2. Classroom
 3. ELM
 4. (812)

[illegible]

If the journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

I declare that the responses claimed above have been accurate and honestly obtained by me in accordance

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the provisions of the Internal Revenue Code and Regulations and I am entitled to a refund of the same.

1247168



EXPENSES CLAIM

Claim Number

11431

All Expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
Christopher Graham				Chief Executive				
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTM	£	p
27/1/2015			Cash tip from lunch with Nicola Wood (new Non Executive Director)				3.50	✓ 1
28/1/2015			Drinks awaiting meeting at BBC at MediaCity in Salford (CC'S [redacted] W [redacted])				3.70	✓ 2
29/1/2015	0845	1830	Tea on the train returning home from London				1.40	✓ 3
3/2/2015	1630	-	Taxi to airport for CG, David Smith & M [redacted]	Taxi			16.00	✓ 4
-	-	-	European adaptor for use in Brussels				9.99	✓ 5
4/2/2015	-	-	Supper in London (includes alcohol - tip)				10.00	✓ 6
5/2/2015	-	0845	Returned to office					
				sub-total			54.09	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilmer **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	54.09
less cash advances received	
amount claimed for payment	54.09

If no break down is provided please add a brief description of the items consumed. Thank you

107308

20167

Claim Number
55917

ICO. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department			
Christopher Graham					Chief Executive			
Usual mileage to work								
<small> NB: Only mileage in excess of your usual journey can be claimed. Please mind the adjustment before entering rate for 470 mileage but refer to the Expenses Guide if you are unsure. Thank you </small>								
Date	Time		Full details of journey and charges	Mode of travel	Car mileage			Receipt attached
	Depart	Arrive			STD	PTM		
					45p	25p	E	p
EURO EXPENSES								
2/2/2015	16:20	-	Train ticket from airport to Brussels centre	Train			8.50	✓ 1
	-		Supper in Brussels (minus alcohol plus tip)				35.00	✓ 2
3/2/2015	-	-	Coffee at European Commission				1.30	✓ 3
	-		Lunch at European Commission				5.90	✓ 4
			Supper in Brussels (share of meal no receipt)				30.00	
4/2/2015	-	-	Coffee at European Commission				1.30	✓ 5
			Lunch at European Commission				5.70	✓ 6
			Spa waiting Eurostar departure				6.20	✓ 7
5/2/2015	-	0845	Returned to office					
sub-total					0	0	93.94	EUROS
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							93.94	EUROS
less cash advances received								
amount claimed for payment							93.94	EUROS
<small> If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. </small>								
<p>93.94</p>								
DECLARATION								

20167

All expenses MUST be claimed in accordance with the Expenses Guide available on ICOM Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Statham			Crier Executive

Unpaid mileage to work

Only mileage in excess of your usual journey can be claimed. *Please make the adjustment before entering into the STD mileage cell. Refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges / other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached -	
	Depart	Arrive			STD	PTR	£	p
			Euro expenses		45p	75p		
4/01/2005	1130	-	Left the office					
	-	-	Coffee on flight to Riga				2.50	
6/01/2005	-	-	Coffee at airport in Riga awaiting flight				3.80	
			Coffee on flight to Brussels				2.50	
	-	-	Food at airport in Brussels awaiting flight to Manchester				7.95	
			Flight to Manchester					
	-	2130	Sandwich on flight to Manchester				4.00	
Sub-total:				sub-total	0	0	20.25	6200

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount*
		0.00
**Signed		Date

	total amount claimed	20.25	20.25
	less cash advances received		
	amount claimed for payment	20.25	20.25

DECEMBER 1981

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf of a book. The paper has a slightly textured appearance with some minor discoloration and faint smudges, characteristic of old paper. The left edge of the page shows the binding, with visible stitching or stitching holes. There is no text or other markings on the page.

If no break down is provided please add a brief description of the items consumed. Thank you



EXPENSES CLAIM

Claim Number

32097

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	f	p
25/2/2015	1445	-	Left the office					
26/2/2015	-	-	Taxi from Trafalgar Square to MoI	Taxi			4.50	No
			(running late for meeting)					
	-	-	Taxi from hotel to Central Hall	Taxi			15.00	✓1
			Westminster for next meeting					
	-	-	Coffee at Central Hall Westminster				2.30	✓2
27/2/2015	-	2000	Returned home					
2/3/2015	-	-	Train from home to ICO conference	Train			3.95	✓3
				sub-total	0	0	25.75	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed

Date

RECEIVED

10 MAR 2015

total amount claimed	25.75
less cash advances received	
amount claimed for payment	25.75

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

ECT748



EXPENSES CLAIM

Claim Number

23306

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive
Usual mileage to work			

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
19/2/2015	1450	-	Supper in London (minus alcohol, plus 12.5% tip)				12.94	✓ 1
20/2/2015	-	0840	Returned to office					
24/2/2015	1050	-	Taxi from over-running MoJ meeting to Euston for CG and Simon Entwisle	Taxi			20.00	✓ 2
	-	2200	Taxi from Wilmslow to Hale Barns to meet wife (late train not stopping at Stockport)	Taxi			20.00	✓ 3
26/2/2015	-	-	Recharge cost of calls for home phone (£7.02 plus 20% VAT of £1.40)				8.42	✓ 4
sub-total					0	0	44.52	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed _____ Date _____

RECEIVED

10 MAR 2015

total amount claimed: 44.52

less cash advances received: _____

amount claimed for payment: 44.52

DECLARATION

 I, _____, declare that the above information is true and correct to the best of my knowledge and belief.

 I, _____, declare that the above information is true and correct to the best of my knowledge and belief.

* Receipts must be provided for subsistence claims and attached to the back of this form.
 If no break down is provided please add a brief description of the items consumed. Thank you.

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